

Town of Needham
Town Manager
Needham Town Hall
1471 Highland Avenue
Needham, Massachusetts 02492
Telephone 781-455-7500

Acknowledgement of Receipt

Release Date	Monday, October 22, 2012
Title	Parking Meters and Collection Systems
Number	13NEE067M
Questions Due	12:00 Noon, Tuesday, November 13, 2012
Due	10:00 AM Monday, November 19, 2012 Kate Fitzpatrick, Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492
<p>Please provide the requested information below as acknowledgment that you have received our package noted above. It is recommended that interested submitters complete this acknowledgment and return via Fax to the Town of Needham, Office of the Town Manager at (781) 449-4569 or by mail. Only by doing this, will the Town be able to provide notification of addenda* or answered questions relating to this RFI. Only those companies or individuals shown on the Distribution Register will be sent addenda to this RFI. By completing and returning this acknowledgement will ensure you are recorded on the Distribution Register.</p>	
Name of Company or Individual (Print)	
Name / Title of Contact (Print)	
Address (line 1) (Print)	
Address (line 2) (Print)	
Telephone Number	
Fax Number	
E-mail Address (Print)	
Signature	
Date	
<p>* Addenda will be posted to the website.</p>	

**Request for Information
Parking Meters and Collection Systems
13GEN067M**

Released: Monday, October 22, 2012



Deadline for Questions – 12:00 Noon, Tuesday, November 13, 2012

Submissions Due
10:00 AM Monday, November 19, 2012

(Advertised in the Needham Times issue of Thursday, October 25, 2012)
(Advertised in Goods and Services Monday, October 22, 2012)

**Town of Needham
Request for Information
Parking Meters and Collection Systems
13NEE067M**

The Town of Needham is seeking information about parking meters, parking collection systems, and parking enforcement solutions so that the Town may update its parking collection and enforcement processes. General information regarding the request (Request for Information) will be available beginning Monday, October 22, 2012 online at the Town's web site www.needhamma.gov/bids.aspx or by calling the Town Manager's Office 781-455-7500 between the hours of 8:30 A.M. – 5:00 P.M. Monday - Friday, and will be available until submission deadline. The Town does not intend to award a contract through this process, but may enter into a pilot period. The Town's plan is to conduct a formal bid process sometime in the future after the Town is satisfied that it is knowledgeable about the industry to move forward. Information must **submitted no later than 10:00 A.M. November 19, 2012** to Kate Fitzpatrick, Town Manager, Town of Needham, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. Although this is not a bid, the Town maintains the right to reject any and all proposals (bids) as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick
Town Manager
October 22, 2012

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Parking Meters and Collection Systems

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ABOUT NEEDHAM

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of 28,911 (2000 Federal Census) and occupies a land area of approximately 12.75 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and a five-member Board of Selectmen. The day-to-day management is under the direction of a Town Manager. School affairs are administered by a seven-member School Committee and a Superintendent of Schools. The Town is classified as an economically developed suburb with above average wealth levels and higher education attainment. The Town has an "AAA" credit rating from Standard and Poor's.

The Town provides a full range of governmental services including police and fire protection, emergency medical services, collection, disposal, and recycling of solid waste, sewers, streets, water services, health and human services, town library, and recreation. The Town also provides public education in grades kindergarten through twelve. The Town operates 1 pre-school, 5 elementary schools (K – 5), 1 six-grade center, 1 middle school (7 – 8), and a senior high school (9 – 12). Technical education is offered to grades nine through twelve by the Minuteman Regional Vocational Technical School District. The total expenditures in the most recent fiscal year exceeded \$120 million.

Parking operations

The Town of Needham provides parking in the downtown Needham business district and the Needham Heights business district. The Town provides metered on street parking at a rate of \$0.25 for one hour, free two hour parking (no meters) at some on street locations, and two-hour free off street parking in municipal parking lots. Certain sections of the downtown Needham municipal lots are designated as permit parking only. Meter parking is enforced Monday through Friday 9:00 AM to 5:00 PM with a maximum time of one hour in the Needham Heights business district and two hour maximum time in the downtown business areas. The permit only parking is in place from 8:00 AM to 2:00 PM Monday – Friday. Businesses may purchase permits from the Town and the permits may only be used by their employees. The permit does not guarantee a parking space and the permit does not allow for parking in a non-permit parking area. The Town has five municipal lots: four in downtown Needham (Chapel Street, Chestnut Street, Dedham Avenue, and Eaton Square), and one in the Needham Heights. The municipal lots are on either Town-owned land or in cooperative arrangement with other property owners (private and public entities). The Town also has a partner parking permit program. This is a unique partner parking permit called the Buddy Parking Pass. The partner parking program allows individuals who participate one elongated parking space in the Chestnut Street parking lot to park two cars front-to-back in the space. The individual parked in the back section of the space cannot move out of the space until the vehicle in front has moved.

The Town currently has 172 mechanical parking meter spots and 48 electronic parking meter spots. The Town also has 158 parking spaces which are not currently metered in addition to the parking spaces in the five municipal parking lots. Furthermore there are an additional 213 on street parking spaces that are not metered and would require a formal change in designation by the appropriate Town body in order to install meters.

Town of Needham Schedule and Submission Overview	
Primary Contact	David Davison, Assistant Town Manager/Director of Finance
Event Date	Details
Project Name	Parking Meters and Collection Systems
Request for Information Available Monday, October 22, 2012	Information and details of request may be obtained at Office of the Town Manager, Needham Town Hall 1471 Highland Avenue, Needham, Massachusetts 02492, or on-line at the Town's web site http://www.needhamma.gov/bids.aspx
Number of Copies	One (1) original and four (4) copies of the proposal for a total of five (5)
Delivery will be at the expense of the proposer. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the proposer.	
Deadline for Written Questions* 12:00 Noon, Tuesday, November 13, 2012	By Delivery: Office of the Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. By Email: ddavison@needhamMA.gov Questions are to be clearly labeled as: Parking Meters and Collection Systems
Addenda	Addenda will be posted on the Town's website.
Submissions Due* 10:00 AM, Monday, November 19, 2012	Kate Fitzpatrick, Town Manager Office of the Town Manager – 1st Floor Town Hall 1471 Highland Avenue Needham, MA 02492
Opening	There will be no public opening; a list of submitters will be made available after the submission deadline upon request.
Bid Surety (bond) Requirements	A Bid Bond is NOT required
* Facsimile transmissions for written inquiries must be sent prior to the above date and time deadlines. Any hand delivery or facsimile received after the due date and time will not be addressed. The time/date stamp machine located in the Town Manager's Office will govern for the date and time requirements mentioned in the table above and throughout this document. Please allow enough time for hand delivery or facsimile transmissions.	
The Town will NOT award a contract under this request for information.	

Request for Information

The Town is in the process of learning what the parking collection industry offers today and anticipates offering in the future to municipalities to operate parking collection systems. The Town is interested in state of the art meters with multiple payment options and real time transaction monitoring systems provided they are economically feasible for a small parking operation. Although the Town is not yet in the position to commit to a particular method or methods of collection, the Town does want information regarding 1) single space systems, 2) multi-space systems, 3) multi-payment options, 4) pay by telephone systems, and 5) systems that assess meter use, audit controls, and mechanical transactions. The Town also needs to know what is necessary to install the equipment, whether the equipment is installed by the Submitter or intended to be installed by Town personnel. What are the additional costs, if any, to install the equipment that are built into the price of the equipment. How long from time of order does it take to have the equipment installed and operational? What is the operational useful life of each option offered? What are the physical and environmental characteristics that the equipment may be subjected to (what are the temperature limitations of the equipment; what impact does rain, sleet, snow, wind have on the equipment). If applicable describe how the equipment is powered. Does the company offer contracted services for the installation, maintenance, and/or collection of funds received through the collection system.

The Town also seeks parking enforcement tools and resources such as 1) non-hand held devices and hand held computer devices for Town personnel, 2) meter and parking management system for the maintenance, notification, and follow-up on malfunctioning meters, damage/missing/incorrect signage numbering etc.; 3) contracted enforcement services, and/or 4) parking fine collection and follow-up services.

For all the above information the Town needs to know what hardware/software is necessary to run any of the systems/equipment the Submitter presents for consideration. Does the Submitter have built in safeguards to continue operations, what are the warranty periods for any equipment offered for sale or rent? Explain the security built into the equipment and software. Please describe how the software is used and the interface(s) necessary to utilize the products. The Town is interested in the system reporting offerings, how they work, how often is the information updated, and who maintains the system(s).

The Town is also interested in the Submitters initial and ongoing training services that would be made available to Town personnel in the operation and use of the equipment/software. If applicable please describe your technical support services. How are they offered, when are they offered, and is the service considered part of the purchase price or is there an additional charge.

In order to assist the Town in its exploratory phase, submitters may be contacted about making a presentation and addressing questions the Town may have. The preparation of the submission and any subsequent presentations or other activities related to this process shall be at the expense of the Submitter, and no subsequent compensation will be made. The rejection of any proposal in whole or in part will not render the Town liable for incurred costs and/or damages.

Submission Requirements

1. A table of contents to easily identify where the requested information can be found.
2. Contact information must include name, address, telephone number, fax number, and email address of the individual(s) submitting the information, those who may be contacted regarding the submission, and the individual who is authorize to bind the company to a contract. This information is also required to be provided on the **Information Response**.

3. Include a profile of the company and list of key personnel involved in the sale, installation, maintenance of collection equipment, and/or provides the services that could be offered to the Town. Company information shall include: complete legal name of the company, principal place of business, number of years in business, and description of company organization including identification of number of personnel.
4. The identification of other parties/consultants who have a material role in providing the equipment/services and works with the company to provide the items/services offered.
5. Please provide five (5) references, ideally Massachusetts municipal references which equipment/services similar to that presented have been provided within the past 3 years. The Town has provided a **Professional References Form** that you may use, but you are not required to use this form; however, you are required to provide in whatever format at least the requested information that is stated on the Professional References Form.
6. You may include other information that you consider relevant for the purpose of evaluating the equipment/services. However, you must state whether the company has, under the laws of any province, territory, state, or country, in the last seven (7) years been declared bankrupt or made a voluntary assignment in bankruptcy or made a proposal under any legislation relating to bankruptcy or insolvency. The Town is always interested in any and all cost reduction opportunities.
7. Submitters are asked to provide pricing for its products and services and disclose discounts that are offered. Submitters should also disclose any governmental joint purchase groups that the Submitter has a contract with that may be available to the Town to utilize.
8. A signed **Certificate of Good Faith**;
9. Delivery will be at the expense of the company. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the company.

The Town reserves the right to reject any and all proposals as determined to be in the best interests of the Town and to waive minor informalities.

Information about Changes (ADDENDA)

In the event that changes/additions are made to the Request for Information, addenda will be **posted on the Town's website**. Please check back on the website for addendums before submitting to the Town. You may not be notified individually of Addendums.

Examination of Documents and Questions

The Submitter shall be satisfied as to the requirements of the contemplated services to enable intelligent preparation of to this request. The Submitter shall be familiar with all the material requirements and documents before submitting the information in order that no misunderstanding shall exist in regard to the nature and character of the contemplated services, if any to be performed.

Inquiries concerning any part of this Request for Information shall be directed to the individual listed under the **Schedule and Submission Overview**. Submitters should note that **oral communications are not binding on the Town**. All requests/questions must be submitted in writing. Questions must be sent in writing and may be delivered by hand, fax or email as

referenced under the **Schedule and Submission Overview** by the deadline. The Town will respond to written questions that are received by the deadline and will forward responses to all persons who are on record as receiving the Request for Information. Questions received after the due date will not be responded to unless the Town determines it is necessary. Please allow enough time for hand delivery or facsimile transmissions.

Unexpected Closure or Delays

If, at the time of the scheduled submission deadline, the designated location for delivery of the proposal is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other the deadline will be postponed until **11:00 A.M.** on the next normal business day.

Late Submissions

The Town assumes no responsibility for late submissions due to mail, courier, or delivery problems.

General Notices

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted in response to this Request for Information. Thus individuals who choose to submit confidential information do so at their own risk. All information or other materials submitted in response to this Request for Information will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded. Unless specifically addressed by statute, the Town may charge twenty cents (\$0.20) per page for photocopies, twenty-five cents (\$0.25) per page for microfilm copies and fifty cents (\$0.50) per page for computer printouts. The Town may charge the actual cost of reproducing a copy of a record that is not susceptible to ordinary means of reproduction, such as large computer records or over-sized plans. The Town may charge and recover a fee for the time an employee spends searching, redacting, photocopying and refiling a record. The Town will provide a written, good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request where the total costs are estimated to exceed ten dollars (\$10.00).

Submitters shall comply with Massachusetts General Laws, Chapter 66A if the Submitter becomes a "holder" of "personal data". The Submitter shall also protect the physical security and restrict any access to personal or other Town data in the Proposer's possession, or used by the Submitter in the performance of the Contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment or systems.

All proposals, materials, drawings, plans, etc. shall become the property of the Town and may not be disposed of without notification and may be considered under the Public Records law public information.

The Submitter acknowledges that the Town of Needham is a municipality for the purposes of Massachusetts General Laws, Chapter 268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with the obligations based on said statute.

Information Response
Parking Meters and Collection Systems

Legal Name of the Submitter: _____

Company Name: _____

Company Address: _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Company Fax number: _____

State of Incorporation (Date): _____

If the Submitter is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual Submitting the Information:

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Individual to be Contacted about the Information:

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

Individual Authorized to Contractually Bind the Company (This will be the individual whose name and title would appear in any agreement with the Town:

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

1. Has the Submitter (Company) ever been debarred from doing business with any federal, state or local agency? ☐ Yes ☐ No If yes please provide the details (on a separate paper attached to this form) including agency name, date and reason for debarment.
2. Have any of the principals/officers of the Submitter (Company) ever been debarred from doing business with any federal, state or local agency? ☐ Yes ☐ No If yes please provide the details (on a separate paper attached to this form) including agency name, date and reason for debarment.
3. Has the Submitter (Company) ever defaulted on a contract or has been rejected as non-responsive within the past five years? ☐ Yes ☐ No If yes please provide details.
4. Has the Submitter (Company) or anyone a party to the proposed contract ever failed to complete a contract awarded? ☐ Yes ☐ No If yes, provide details.
5. Have you ever defaulted on a contract? ☐ Yes ☐ No If yes, provide details

Signature: _____

Printed Name and Title of Signatory: _____

Date: _____

THIS FORM MUST BE FILED WITH SUBMISSION

CERTIFICATE OF GOOD FAITH
Parking Meters and Collection Systems

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

The undersigned certifies under penalties of perjury that this submission has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Professional References
Parking Meters and Collection Systems

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____ Fax number: _____

Email address: _____

Period of Service: _____ through _____

Description: _____

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____ Fax number: _____

Email address: _____

Period of Service: _____ through _____

Description: _____

THIS FORM OR SUBSITUTE WITH THE REQUESTED INFORMATION MUST BE
FILED WITH SUBMISSION